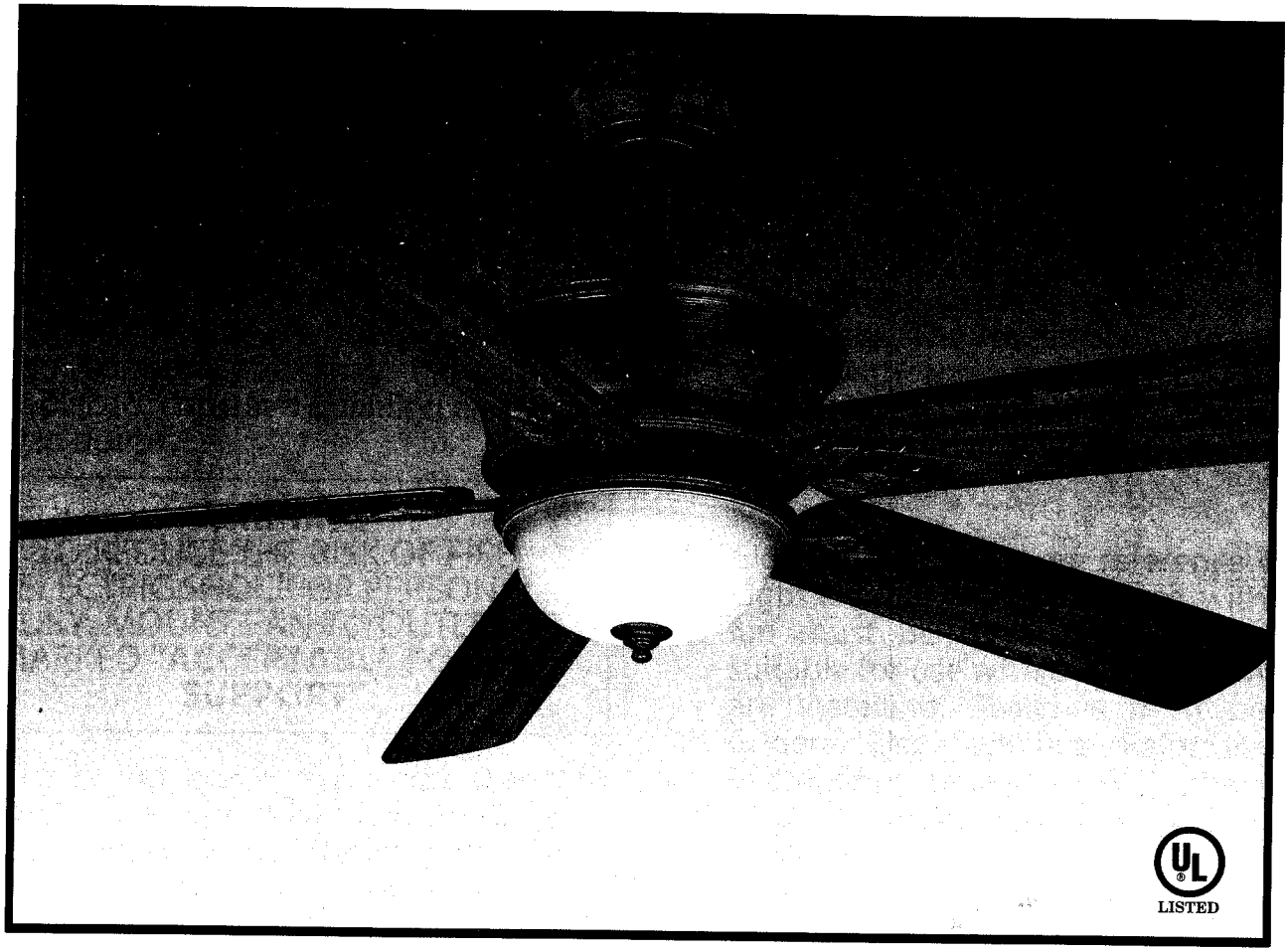
CEILING FAN OWNER'S MANUAL

MODEL: 54GP2L5-VBG



READ AND SAVE THESE INSTRUCTIONS

FOR CEILING FAN PARTS AND SERVICE, CALL 1-877-902-5588

FAN RATING AC 120V. 60Hz UL LISTED MODEL : AC-416

1. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.

2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. **NOTE:** Suitable for use with solid-state speed controls.

4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.

WARNING
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED **"ACCEPTABLE FOR FAN SUPPORT".**

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only UL Listed outlet boxes marked **"FOR FAN SUPPORT".**

6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

7. To operate the reverse function on this fan, press the reverse button while the fan is running.

8. Avoid placing objects in the path of the blades.

9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

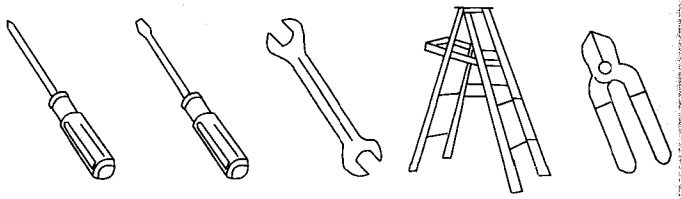
11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.

12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

WARNING
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

2. TOOLS AND MATERIALS REQUIRED

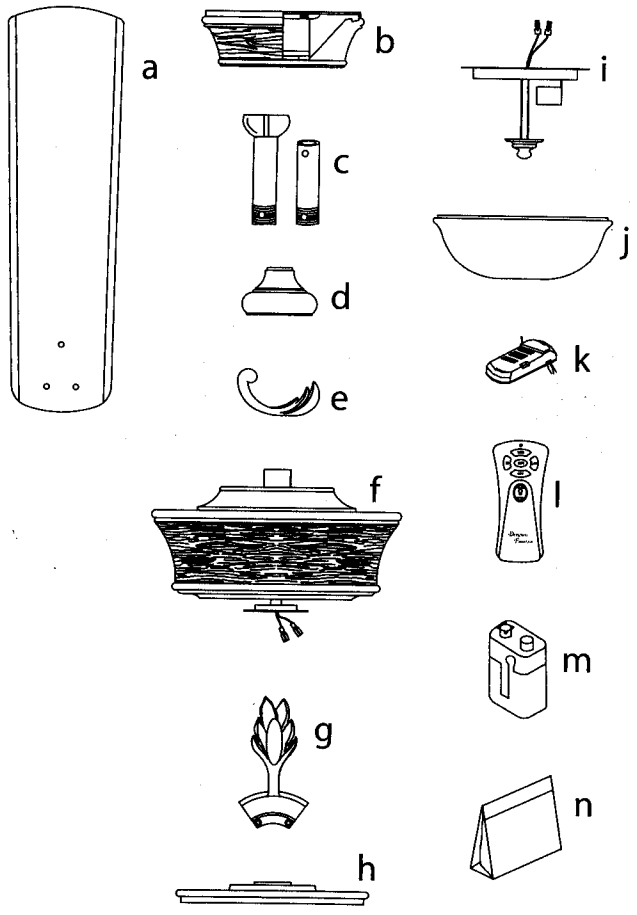
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



3. PACKAGE CONTENTS

Unpack your fan and check the contents.
You should have the following items:

a. Blade set (5)
b. Hanger bracket assembly
c. Ball/downrod assembly (1)
   & extra downrod (1)
d. Coupling cover
e. Decorative scrolls (3)
f. Fan motor assembly
g. Blade bracket set (5)
h. Mounting plate
i. Light kit
j. Glass shade
k. Receiver+6 wire nuts
l. Transmitter+holder+2 mounting screws
m. 9 Volt battery
n. Package hardware
   1) Mounting hardware :
      screws (2), lock washers (2),
      star washers (2), wire nuts (3),
      wood screws (2), washers (2)
   2) Blade attachment hardware:
      screws (16), fiber washers (16)
   3) Balance Kit



WARNING
DO NOT INSTALL OR USE FAN
IF ANY PART IS DAMAGED OR MISSING.
CALL TOLL FREE 1-877-902-5588.

4. MOUNTING OPTIONS

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.

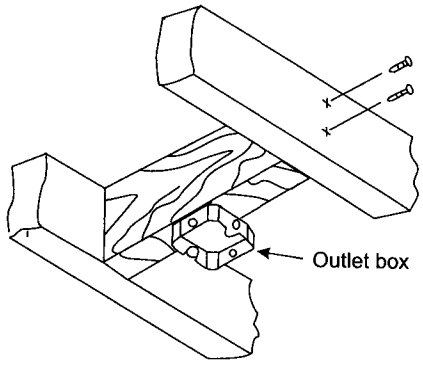


Figure 1

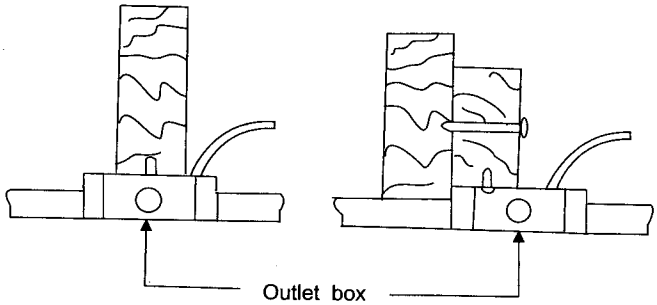


Figure 2

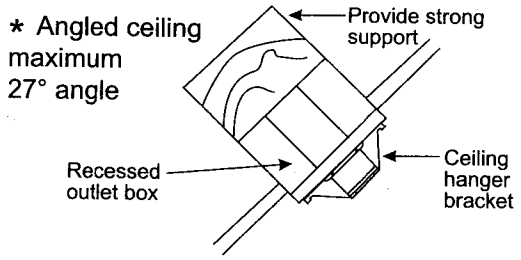


Figure 3

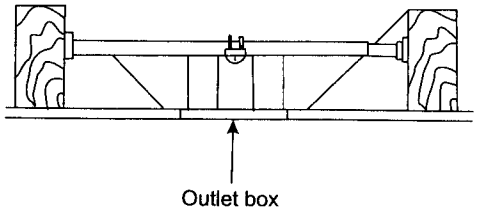


Figure 4

5. HANGING THE FAN

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 5)

Step 2. Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the hanging bracket a half turn from the screw head and turning the canopy counter clockwise. (Fig, 5)

Step 3. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6.

Step 4. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

Step 5. Remove hanger ball from downrod assembly by loosening set screws, removing the cross pin, and sliding ball off rod. (Fig. 7)

Step 6. Loosen the two set screws and remove the hitch pin and lock pin from the top coupling of the motor assembly. (Fig. 8)

Step 7. Carefully feed the fan wires up through the downrod. Thread the downrod into the coupling until the hitch pin holes are aligned. Next, replace the lock clip and hitch pin then tighten the set screws. (Fig. 8)

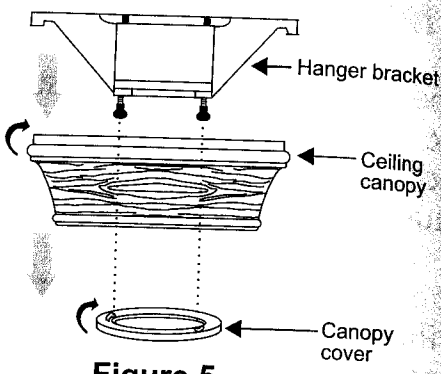


Figure 5

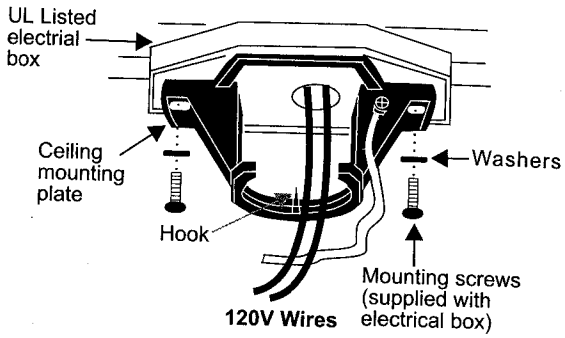


Figure 6

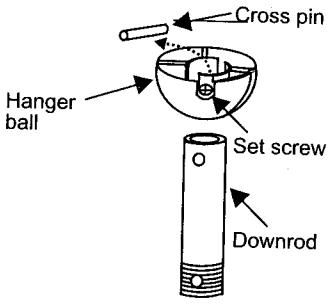


Figure 7

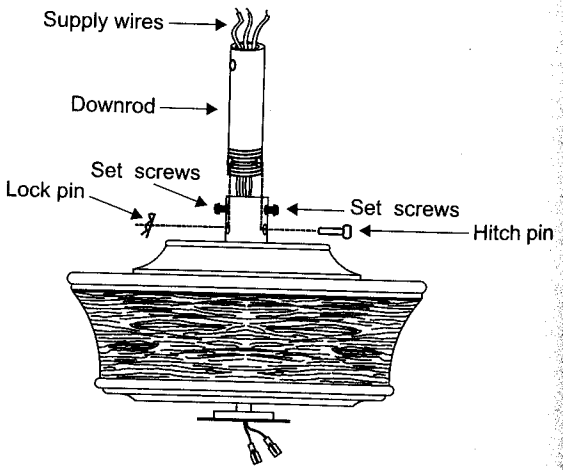


Figure 8

Step 8. Slip coupling cover, canopy cover and canopy onto downrod. Carefully reinstall hanger ball onto rod being sure that cross pin is in correct position, the set screw on hanger ball is tight and wires are not twisted. (Fig. 9)

NOTE: Do not install the coupling cover if you plan to use the 4" downrod.

Step 9. Secure the decorative scrolls to the top of motor housing with the screws. (Fig. 9)

Step 10. Now lift the motor assembly into position and place the hanger ball into the hanger bracket. Rotate until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 10). The entire motor assembly should not rotate if this is done correctly.

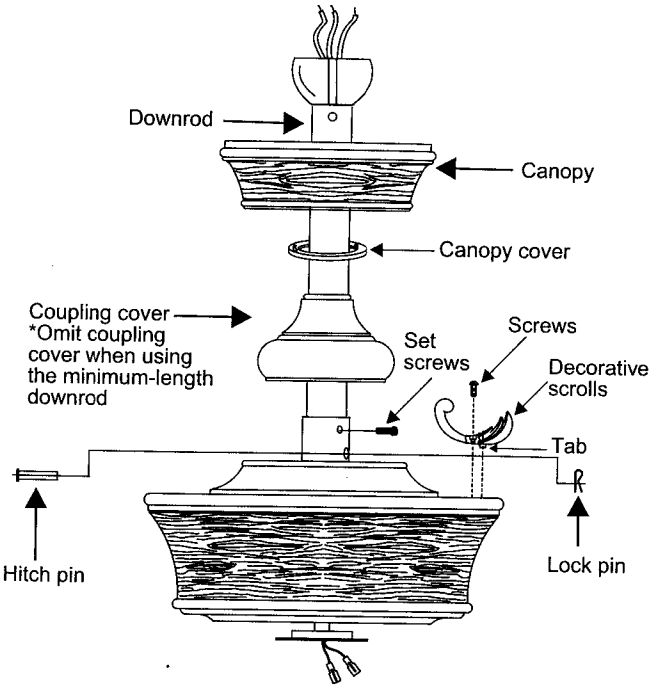


Figure 9

CHANGING THE DOWNROD (OPTIONAL)

NOTE: Your fan comes with a 6" downrod attached to the hanger ball. In addition you have been provided with a 6" downrod to use if desired. If you choose to use the 4" downrod, perform the following steps:

1. Remove the hanger ball from the 6" downrod by loosening the set screw at the top of the downrod which holds the hanger ball to the downrod. (fig. 11)

2. Slide the hanger ball down the downrod and remove the support pin. (fig. 11)

3. Insert the support pin in the holes at the top of the 4" downrod and slide the hanger ball up the 4" downrod. Make sure the support pin is properly seated in the grooves in the top of the hanger ball.

4. Tighten the set screw firmly.

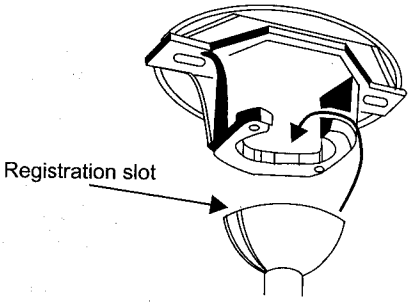


Figure 10

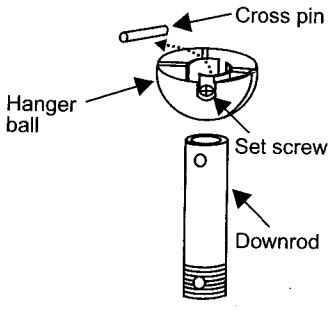


Figure 11

6. MAKE THE ELECTRIC CONNECTIONS

WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position.(Fig. 12)

Step 1. (Fig. 13) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

Step 2. (Fig. 14) Motor to Receiver Electrical Connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver. Secure the wire connections with the plastic wire nuts provided.

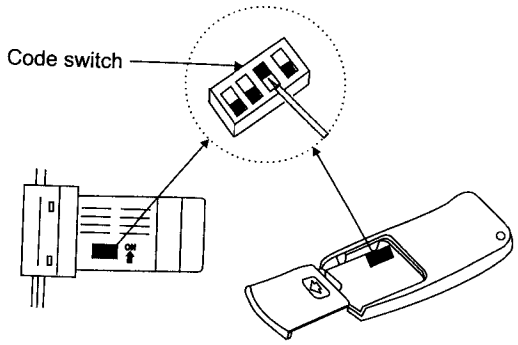


Figure 12

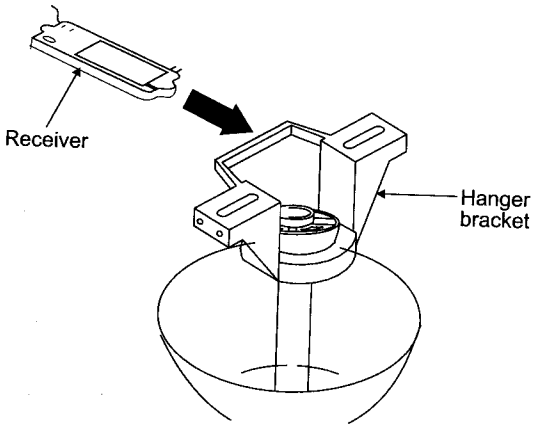


Figure 13

Step 3. (Fig. 14) Receiver to House Supply Wires Electrical Connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

Step 4. (Fig. 14) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secure the wire connection with a plastic nut provided. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

Note: Fan must be installed at a maximum distance of 30 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

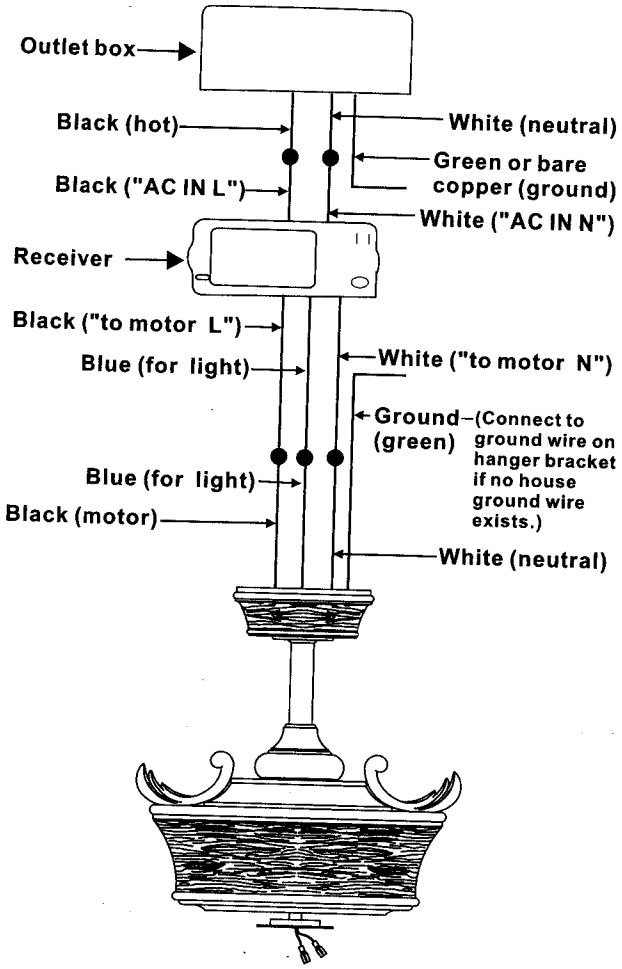


Figure 14

7. FINISHING THE INSTALLATION

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and over the two screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **Note:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig.15)

Warning: Make sure tab at bottom of hanger bracket is properly seated in groove of hanger ball before attaching canopy to bracket. Failure to properly seat tab in groove could cause damage to electrical wiring.

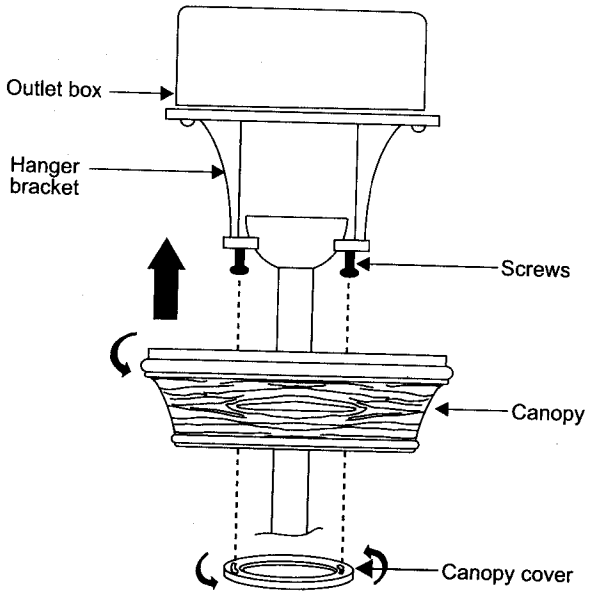


Figure 15

8. ATTACHING THE FAN BLADES

Caution: Remove 5 rubber packing mounts and discard before installation.

Step 1 Attach the blade to the blade bracket using the screws and fiber washers as shown in Figure 16. Start screw into bracket. Repeat for the two remaining screws.

Step 2 Tighten each screw. Make sure the blade is straight.

Step 3 Fasten blade assembly to motor using the screws supplied. (Fig. 16)

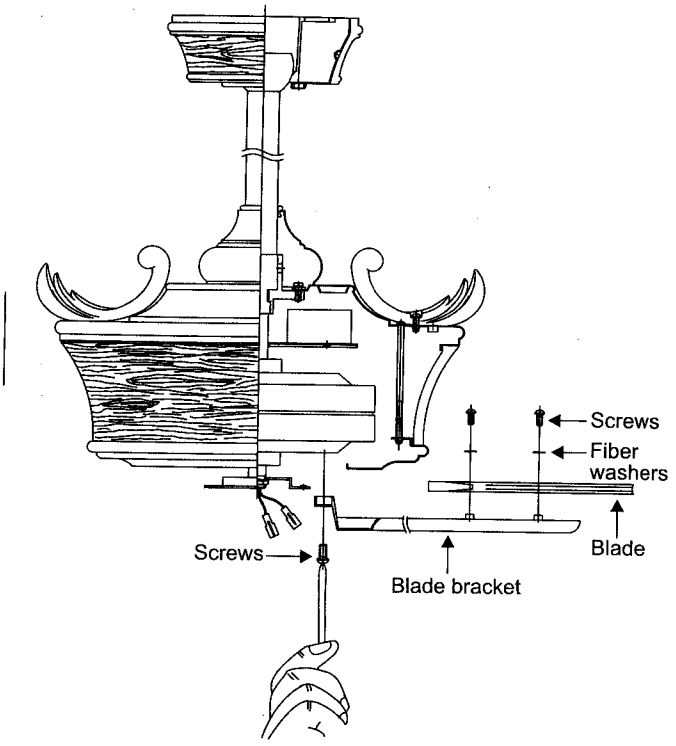


Figure 16

9. INSTALLING THE MOUNTING PLATE

1. Remove the 1 of 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 17)

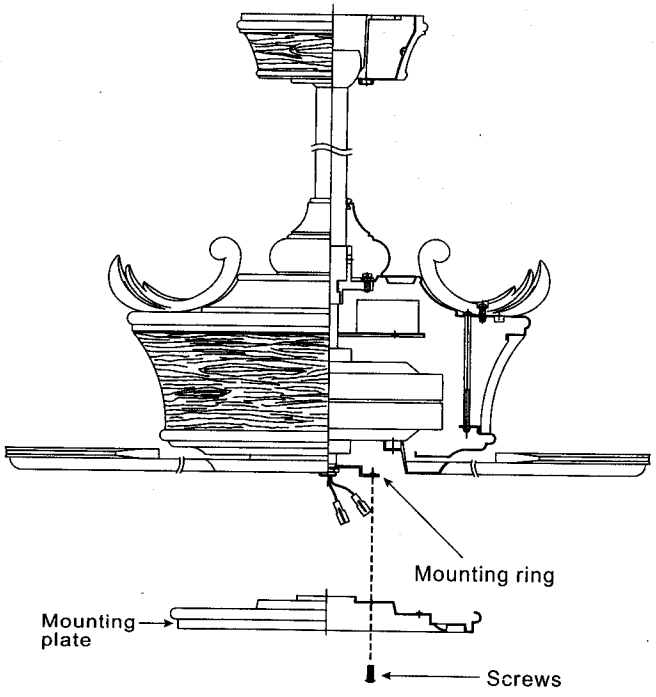


Figure 17

10. INSTALLING THE LIGHT KIT

NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

1. Raise and hold the light kit close to the mounting plate and proceed to do the wire connections. Connect the white wire connectors from the light kit and fan, follow the same procedure with the black wire connectors. (Fig. 18)

2. Carefully push all wires back into the mounting plate, then install the light kit onto the mounting plate with 3 screws provided. Be sure to tighten all screws. (Fig. 18)

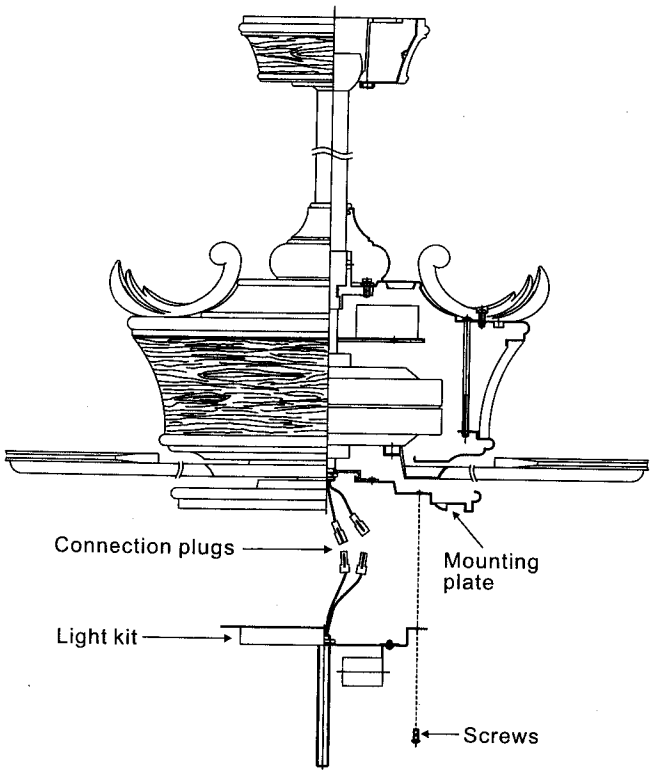


Figure 18

11. INSTALLING THE LIGHT BULBS & GLASS SHADE

1. Install 2 × 60w candelabra bulbs (not included). (Fig. 19)

2. Place glass shade over the light kit stem, secure with th rubber washer, metal nut, glass cap and decorativenut. Do not overtighten (Fig. 19)

3. Restore power and your light kit is ready for operation.

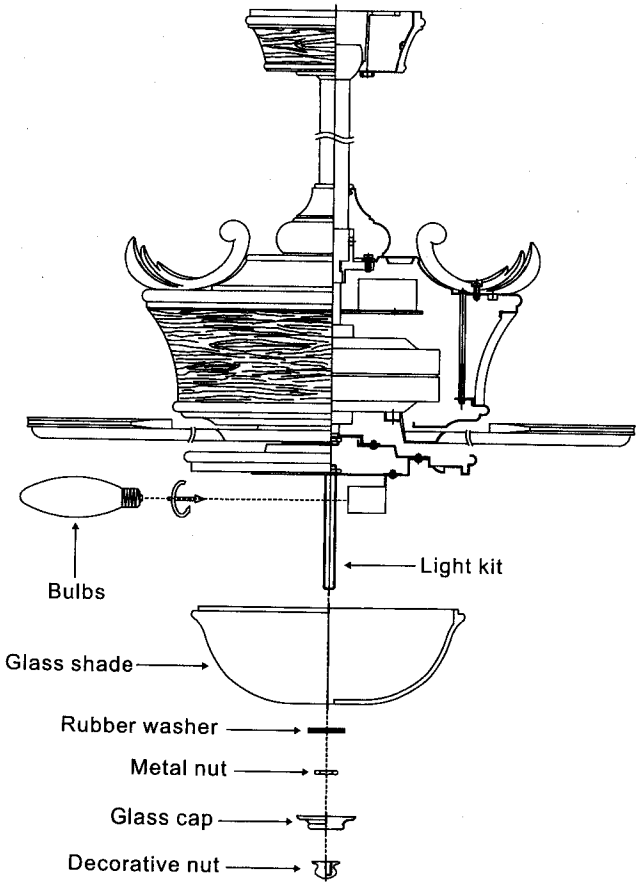


Figure 19

12. INSTALLING THE BATTERY

Install 9 volt battery (included), to prevent damage to transmitter, remove the battery if not used for long periods. (Fig. 20)

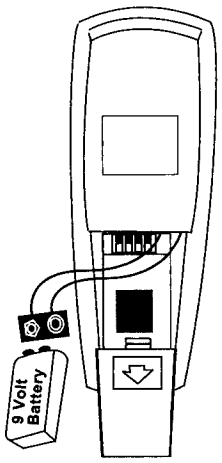


Figure 20

13. OPERATING INSTRUCTIONS

Restore power to ceiling fan and test for proper operation.

A. **HI, MED**, and **LOW** buttons:
These three buttons are used to set the fan speed as follows:
HI= high speed
Med= medium speed
Low= low speed

B. OFF button:
This button turns the fan off.

C. button:
This button controls the light. Press and release the button to turn the light ON or OFF. Press and hold the button to set the desired brightness. The light key has an auto-resume, it will stay at the same brightness as the last time it was turned off.

D. The **"REV"** button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather).

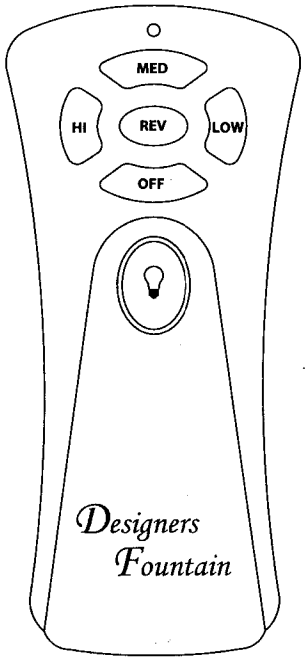


Figure 21

Speed settings for warm or cool weather depend on factors such as the room size. Ceiling height, number of fans and so on.

NOTE: To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 22. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 23. This allows you to set your heating unit on a cooler setting without affecting your comfort.

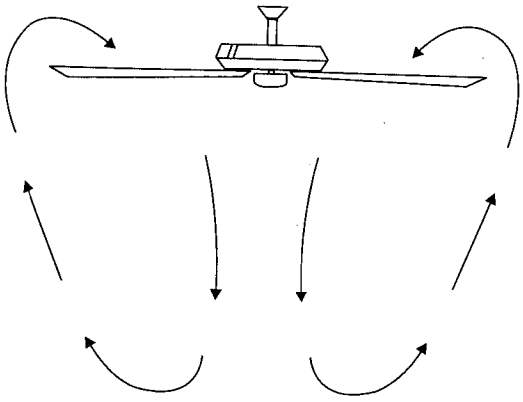


Figure 22

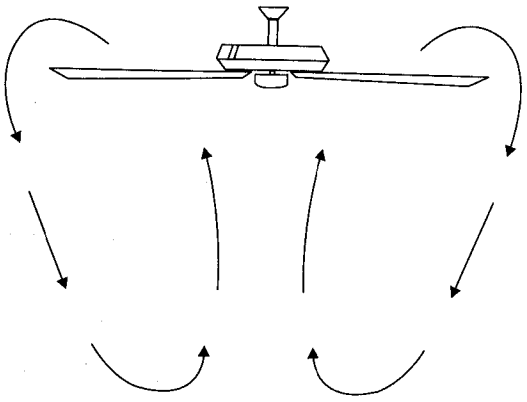


Figure 23

14. TROUBLESHOOTING

Problem	Solution
Fan will not start.	1. Check circuit fuses or breakers. 2. Check line wire connections to the fan and switch wire connections in the switch housing. CAUTION: Make sure main power is off. 3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.
Fan sounds noisy.	1. Make sure all motor housing screws are snug. 2. Make sure the screws that attach the fan blade bracket to the motor hub is tight. 3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. CAUTION: Make sure main power is off. 4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time. 5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure. 6. Do not connect the fan with a wall mounted variable speed control (s) 7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobble.	1. Check that all blade and blade arm screws are secure. 2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8". 3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable. 4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation. **WARNING:** TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.
Remote control malfunction:	1. Do not connect the fan with a wall mounted variable speed control(s). 2. Make sure the dip switches are set correctly.